



**BUILDING, ZONING, & REVITALIZATION COMMITTEE
MEETING MINUTES
April 17th 2017
7:30 p.m.**

Call to Order: Chairperson K. Farrell called the meeting to order.

Attendance

- **Committee members present:** Chairperson K. Farrell, Councilor M. Golden, Councilor A. MacHaffie and Councilor J. Lugar
- **Committee members absent:** Councilor T. Danilak.
- **Others present:** President D. Pancoe, Vice President R. Bunker, Solicitor N. Taylor-Smith, Borough Manager G. Locke, and Director of Finance R. Ware.

Public Comment: None at this time.

Reports

- **Jenkintown Planning Commission Report** – No report. Borough Manager G. Locke highlighted that the Planning Commission met before the Building, Zoning & Revitalization meeting to discuss the surface parking at 610 York Road, as well as Lindy's sign at 309 York Road and review the Residential Use & Occupancy Ordinance as well as the Car Storage Lot Ordinance. The Jenkintown Planning Commission would like the Borough to schedule a meeting with SEPTA to discuss the proposal for parking and accessibility platforms. Borough Manager G. Locke stated that there has been a meeting set up with the Federal Transportation Authority (FTA) which the Borough's Engineer K. Hassan will be attending representing the Borough. President D. Pancoe would like to have Jim Rose attend those meetings with Engineer K. Hassan as well as ask SEPTA to have a meeting here in Jenkintown with the Planning Commission and several Borough Councilors.

Councilor M. Golden asked if SEPTA had to have input from local governments. Solicitor N. Taylor-Smith responded by stating that SEPTA is a quazi-governmental entity so they are probably not required to have input meetings from local government. Solicitor N. Taylor-Smith believes that they may have to have meetings with the Commonwealth, but is unsure whether SEPTA would have to meet with local government, such as municipalities.

After further discussion, President D. Pancoe and the committee directed Borough Manager G. Locke to reach out to SEPTA to set up a meeting with Council and the Planning Commission to discuss the project concept and the Borough's concerns and input regarding the concept.

- **Building Department** – Borough Manager G. Locke highlighted that the Borough is still searching for a building inspector, however the Borough has hired Pennoni Associates to facilitate the inspections and reviews until a full time inspector can be found. The Borough is doing well with permits, and Borough Manager G. Locke wanted to keep the committee informed about that.

New Business

- **Zoning Hearing Board – Hearing #381 610 York Road** – Chairperson K. Farrell wanted to inform the committee that the Zoning Hearing Board Hearing #381 for 610 York Road, Faulkner Nissan, to appear before Zoning Hearing Board has been set for Thursday March 27th. Faulkner Nissan would like to store cars at 610 York Road. Council has officially opposed the variance and asked that the Solicitor's office to represent the Borough at the hearing.

Solicitor N. Taylor-Smith highlighted that also on the agenda is to advertise a new ordinance specifically referencing car storage, surface parking lots and parking lots and differentiating between them. The committee will be voting to send this ordinance to full Council for advertisement to which Council will then make a motion to advertise. Once the motion to advertise has been passed, the ordinance will then fall under the pending ordinance doctrine and that ordinance will prevent that type of parking at 610 York Road.

The ordinance for car storage/surface parking, would eliminate car storage/surface parking in all districts except for Gateway Commercial, however the Gateway Commercial District cannot back up to A Residential. This would limit car storage/surface parking to the southern end of the Borough and down by the train station. Solicitor N. Taylor-Smith did not know if Council wanted to impose a lot size, requiring a car storage/surface parking to have a minimum lot size before it is allowed. After discussion, Council asked Solicitor N. Taylor-Smith make this use a conditional use and also have a minimum lot size requirement.

- **Zoning Code Review** – After discussion and review during the Zoning Hearing Board Hearing #381, Councilor K. Farrell made a motion, seconded by Councilor M. Golden, to move Ordinance #2017-04, Vehicle Storage Lots, to full Council for advertisement. Motion passed unanimously.
- **Request for Information – Borough Property Development Proposals** – Chairperson K. Farrell highlighted that this request for information was to have developers begin to discuss the development of Borough owned property on Summit Avenue. President D. Pancoe highlighted that herself, Councilor M. Golden, and Councilor J. Lugar met with the County and Solicitor D. Kilkenny. President D. Pancoe felt as though the meeting was positive and because of that meeting the Borough feels as though they need to go out for an RFI to determine the best use for this property. The Borough is to review the proposed RFI and vote to move to full council for advertisement with the due date being in September 2017.

Councilor M. Golden wanted to add there is a first edit in Dropbox for the committee to review and edit. Councilor M. Golden highlighted that he and Councilor K. McGlenn met with the School District to discuss what would benefit the School District when it came to development of Borough Properties. The School District stated that they would like to increase the Real Estate tax and the Earned Income tax.

The Committee discussed and agreed as a whole that they wanted this process to be as public as possible, including the beginning stages. Councilor J. Lugar has begun putting together a statement to address the public that will be placed on the Borough's website. The Committee would like this item to be on the April agenda to discuss with all public before the vote to advertise. After much discussion on whether the statement should be sent out prior to the April 24th Council meeting or before the Council meeting, the Building, Zoning & Revitalization committee meeting will post the statement on the homepage of the Borough's website but not email blast it out.

President D. Pancoe made a motion, seconded by Councilor J. Lugar to move the motion to advertise for a Request for Information regarding the purchase and development of Borough owned properties to full council. Motion passed unanimously.

Borough Code Review – Chairperson K. Farrell highlighted that the Borough is looking to update Chapter 156 of the Borough’s Code. Chapter 156 specifically pertains to streets and sidewalks. This code was written in the 1970’s and Borough Manager G. Locke as well as the committee believes that the code is now antiquated and needs to be reviewed and updated. Chairperson K. Farrell stated that the Borough believes that this review and revision will not be too expensive, and that the Planning Commission reviewed this chapter in the Borough Code and agrees that it needs to be updated. Chairperson K. Farrell made a motion, seconded by Vice President R. Bunker to move the motion to review and revise chapter 156, streets and sidewalks, to full council. Motion passed unanimously.

- **Chapter 142 Rental Property Review** - Chairperson K. Farrell highlighted that Chapter 142 pertaining to rental properties has also been discussed as have deficiencies in the code. Borough Manager G. Locke wanted to note that the section of deficiency is in regards to the billing of rental licenses. In the code it states that rental licenses are due on November 15th of the prior year, however in practice the Borough has sent the rental license out in November with a due date of January 1st of the following year. Borough Manager G. Locke stated that the Borough can either begin to follow the letter of the code and have bills due on November 15th, which would require the bill to be sent out at the end of August / early September, or change the code to read that the bills will be send out in November and are due January 1st of the billed year.

The committee had decided to change the mailing date to comply with the Borough Code’s November 15th deadline. The Borough will be sending out the rental license applications for the following year 60 days before the November 15th deadline.

Ongoing Business

- **Gateway / Welcome Signs & 2040 Implementation Grant** – Chairperson K. Farrell highlighted that the grant was submitted for the 2040 Implementation Grant to develop the southern gateway and create Welcome Signs in that area. Chairperson K. Farrell wanted to thank everyone involved.
- **Property Maintenance Inspections** – Chairperson K. Farrell highlighted that there has been an updated spreadsheet placed in Dropbox. The Borough will continue to handle property maintenance complaints and the enforcement of the complaints.
- **Design Review Board – Open Items** – Councilor K. Farrell highlighted that there are still open items with the Design Review Board such as 206 Township Line Road. The Borough is waiting for the response to the few comments left regarding the Design Review Board.
- **Residential Resale Use & Occupancy** – Last month, Chairperson K. Farrell stated that a memo has been placed in Dropbox from Borough Manager G. Locke listing four items that he believes should be on the residential resale use & occupancy. These items include a notarized affidavit of the location of smoke detectors, curb and sidewalk inspection, videotaping of the sewer lateral from the house to the main and four-inch reflective numbers indicating the street address of the property. Borough Manager G. Locke would like to model the ordinance for the lateral inspection off Cheltenham’s lateral inspection ordinance. Solicitor N. Taylor-Smith was asked to draft an ordinance with all four inspection requirements and that ordinance has been placed in Dropbox for this month’s meeting.
- **Candidate Search – Full time Borough Building / Property Maintenance Inspector** – Borough Manager G. Locke stated that the search continues for a full time building / property maintenance inspector. The Borough had two applicants that appeared to be interested but after further discussion and personal reasons withdrew their applications.

Borough Manager G. Locke wanted to highlight that the Borough did a preliminary list of vacant properties on York Road and West Avenue. There were only a handful, and out of that only two or three did not have discussions about tenants going into them.

Borough Manager G. Locke also wanted the committee to know that there has been discussion regarding the development of Helwegs Funeral Home. Borough Manager G. Locke met with Midgard Properties, who has been asked to spearhead this development.

EXECUTIVE SESSION On motion of Vice President R. Bunker, seconded by Councilor M. Golden, the motion to move into Executive Session for discussion of matters of real estate.

At the conclusion of Executive Session, President D. Pancoe announced that an Executive Session was held for the purpose of discussing matters of real estate. A motion made by Vice President R. Bunker seconded by Councilor J. Conners to go back into the public meeting passed unanimously

Adjournment: On motion of Chairperson K. Farrell, seconded by Vice President R. Bunker, the motion adjourning the meeting passed unanimously.